

UNITED STATES MARINE CORPS MARINE CORPS RECRUITING COMMAND 2 NAVY ANNEX WASHINGTON DC 20380-1775

MCRCO 1742.1A RE 2 OCT 96

MARINE CORPS RECRUITING COMMAND ORDER 1742.1A

From: Commanding General, Marine Corps Recruiting Command

To: Distribution List

Subj: NATIONAL VOTER REGISTRATION ACT OF 1993 (NVRA)

Ref: (a) DoD Directive 1344.13 of 16 Nov 94

Encl: (1) National Voter Registration Act--Duties and Procedures for NCOIC's of Recruiting Sub-Stations and Permanent Contact Stations

(2) Registration Application Summary

Report Required: Registration Application Summary Report (Report Symbol DD-DA&M(AR) 1948)

- 1. <u>Purpose</u>. To establish the policy and procedures for implementing the provisions of the NVRA in Marine Corps Recruiting offices.
- 2. Cancellation. MCRCO 1742.1.
- 3. <u>Summary of Revision</u>. The requirements for the Registration Application Summary Report in paragraph 7.e. have changed.

4. Background.

a. The NVRA was enacted in 1993 and has an effective date of 1 January 1995. It applies in all states except North Dakota and Wyoming, which are exempt from its provisions. The law's goal is to make voter registration for federal elections easier for the average citizen. It deals primarily with the so-called motor-votor registration plan, mail registration, and establishing voter registration agencies at government and private offices where people frequently do business. The law also makes Armed Forces recruiting offices voter registration agencies in the states in which they are located.

b. The reference which was received on 12 December 1994 is the applicable DoD Directive.

5. Definitions.

- a. Election. A general, special, primary, or runoff election to select candidates or nominees for Federal, State, or Local office, or issues on State or Local Ballots.
- b. Federal Office. The office of the President or Vice President, or of the Senator or Representative in, or Delegate or Resident Commissioner to, the Congress.
- c. State. A state of the United States, and the District of Columbia.
- d. Voter Registration Agency. Currently, Marine Corps and other Service recruiting offices are considered voter registration agencies of the state in which the office is located. The Marine Corps considers its recruiting sub-stations and permanent contact stations as places of voter registration.
- e. Recruiting Office. An office engaged in the recruiting of persons for enlistment in the Marine Corps. Specifically excluded are administrative offices or headquarters, such as Marine Corps recruiting station headquarters.

6. Policy.

- a. It is the policy of the Marine Corps and the Marine Corps Recruiting Command (MCRC) to comply with the requirements of the NVRA.
- b. The MCRC's goal is to ensure prospective enlistees and other eligible citizens are given the opportunity to apply to register to vote.
- c. The right of U.S. citizens to vote shall be protected. Discriminatory and unfair registration procedures are Prohibited. Specific prohibitions are included in enclosure (1).
- d. The names of persons applying or declining to register to vote may be used only for voter registration purposes and may not be released for any other purpose.

- e. The NVRA applies to all U.S. citizens.
- 7. <u>Action</u>. To satisfy the requirements of the NVRA, recruiting commanders will:
- a. Designate an NVRA coordinator to implement and execute NVRA requirements within their commands.
- b. Inform the designated officer of his/her additional duties as the NVRA coordinator.
- c. Carefully monitor implementation and execution of the NVRA requirements. Provide the support necessary to comply with this order.
- d. Ensure that all personnel involved with carrying out the NVRA's requirements are sufficiently trained
- * e. Compile and submit the Registration Application Summary Report on a quarterly basis. Reports should be received by this headquarters (RE) no later than the 10th day following the end of each quarter. For example, the report for the fourth quarter of FY96 is due no later than 10 October 1996. The report format is provided as enclosure (2).
- f. Ensure that NCOIC's at recruiting sub-stations and permanent contact stations carry out the procedures set forth in enclosure (1).

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DISTRIBUTION: A

Copy to: Each RSS and PCS

National Voter Registration Act (NVRA) -- Duties and Procedures for NCOICs of Recruiting Sub Stations (RSSs) and Permanent Contact Stations (PCSs)

- 1. NVRA--An Additional Duty. To assist prospects and other citizens with registering to vote (except in North Dakota and Wyoming) as required by the NVRA and MCRCO 1742.1.
- 2. <u>General</u>. In addition to their primary duty of recruiting, each NCOIC is responsible for ensuring the proper implementation and execution of NVRA requirements at their RSS or PCS. This includes:
 - a. Maintaining the necessary supplies and materials.
 - b. Distributing DD Forms 2644 and 2645.
 - c. Providing assistance in completing the forms as required.
 - d. Depositing the forms in the NVRA box.
 - e. Tabulating data weekly.
 - f. Forwarding or filing the DD Forms, as appropriate, weekly.
 - g. Submitting the Registration Application Summary Report quarterly.
 - h. Abiding by the NVRA-related prohibitions.
 - i. Training and supervising Marine Recruiters in the above functions, as necessary.
- 3. <u>Supplies and Materials</u>. With the help of the NVRA Coordinator at the Recruiting Station Headquarters, the following supplies and materials must be maintained at each RSS and PCS:
 - a. A sufficient stockage of DD Forms 2644 and 2645.
- b. One Registration Application Instructional Guide. These guides were published by the DoD office which handles the Federal Voting Assistance Program. The guides are useful because they contain instructions for completing some of the boxes on the DD Form 2644. Instructions vary slightly from state-to-state. Your concern, however, is the state in which your office is located. The instructions for your state also tell you where to mail the completed DD Form 2644. Appendix D of the guide is a copy of the form to be used for data collection and reporting. Appendix E provides state registration deadlines.

- c. Copies of the short special instructions for your state found in the Instructional Guide. You should maintain at least enough copies for each Marine assigned to your RSS or PCS.
- d. One Box. The NVRA Box should have a cover with a slot. The box serves as a temporary receptacle for the DD Forms 2644 and 2645 completed during the week. The box must be kept in an area not readily accessible to the public. Its appearance must be suitable for a professional setting and free from stickers, emblems, or other unnecessary markings.
- e. A sufficient stockage of the Registration Application Summary Form.
- f. Franked envelopes for the weekly mailing of the completed applications (DD Form 2644).
 - g. One copy of MCRCO 1742.1.
- h. A file cabinet or file drawer with file folders for maintaining MCRCO 1742.1, the Registration Application Instructional Guide, completed information sheets (DD Form 2645) and used Registration Application Summary Forms.

4. Distribution of DD forms 2644 And 2645.

- a. Making the forms available is only required at the RSS or PCS. Furthermore, your RSS or PCS is a voter registration agency for only the state in which it is located. This is true even if you work prospects from more than one state.
- b. Whenever an RSS or PCS is open to the public, it is open as both a recruiting office and a voter registration agency. For example, if you are working late to catch-up on paperwork and are closed for all business with the public, the door is locked and the closed sign is out. If someone knocks at the window, do you ask them in or ask them to return tomorrow? If you would ask only want to register to vote. To do otherwise violates the NVRA.
- c. The law directs that you take certain actions for prospective enlistees and for other persons entering for a reason other than enlistment.
- (1) For prospective enlistees. At some point during the visit you $\underline{\text{must}}$ do the following:
 - (a) First, provide the prospective enlistee with a copy of the DD Form 2645.

- (b) Second, ask the prospective enlistee to complete the DD Form 2645 and return it to you. You may not require that they complete or return the form to you, but most will do so.
- (c) Third, if the prospective enlistee indicated NO desire to register to vote, immediately deposit the DD Form 2645 into the NVRA box. If the prospective enlistee indicated a desire to register to vote, provide a DD Form 2644 along with a copy of the appropriate pages for your state from the Instructional Guide. Also advise that you will provide assistance in completing the form upon request and will accept the completed form for forwarding to the state.
- (d) Fourth, help if requested. See paragraph 5 below.
- (2) For other persons.
 - (a) First, provide the person with a DD form 2644, a copy of the appropriate pages for your state from the Instructional Guide, and a place to complete the form. Advise that you will provide assistance in completing the form upon request and will accept the completed application for forwarding to the state.
 - (b) Second, help if requested. See the next paragraph.

5. Providing Assistance in Completing the Forms.

- a. DD Form 2645. This form is informational in nature. It asks for very little information and is self-explanatory. Read it over so you are familiar with it.
- b. DD Form 2644. This is the mail-in Voter Registration Form which eligible citizens will use for voter registration, renewal, change of name, choice of party, or change of address. In the Instructional Guide you will find a section which provides a sample form and instructions for your particular state. Please note that any portion of the sample form for your state which is shaded, indicates that the information asked for in that particular box is NOT required. Familiarize yourself with DD Form 2644 and the special instructions for your state. A line by line review follows:
- (1) The top right corner of the DD Form 2644 states "This space for official use only." This area is to be left blank by both the applicant and you. Only state voting officials may put information in this space.

- (2) Line 1. Here the person circles the appropriate courtesy title (Mr.; Ms.), prints their name as indicated, and circles an abbreviation or Roman Numeral, as applicable.
- (3) Lines 2 and 3. If the person does not have an apartment number or a lot number used as part of their address, leave that area blank. If a person does not know their zip code, provide assistance with available resources.
- (4) Line 4. The date of birth should be completed all in numbers.
 - (5) Line 5. The telephone number is optional.
- (6) Lines 6, 7, and 8. Refer to the short section in the Instructional Guide which applies to your state. Note: for line 6, if an ID number is required and that person has never been assigned a number, they should leave this area blank.
- (7) Line 9. The applicant must sign the oath. You do not administer the oath nor in any way act as a notary public for this purpose. The person simply reads the oath on the form and the special instructions on eligibility requirements for the state you are located in. (Have a copy from the Instructional Guide available for each recruiter.)
- (8) Complete Line 10 only if you were required to complete the form for someone unable to write by reason of physical incapacity or an inability to write.
- (9) Sections A, B, and C. Instructions for name and address changes are self-explanatory.
- 6. Depositing Forms in the NVRA Box. Whether assisting a prospective enlistee or another person, accept the properly completed DD Form 2644 and immediately deposit it (including the DD Form 2645 in the case of prospects) in the NVRA box.
- 7. Tabulating Data, Forwarding the Forms, and Filing. Every Friday the NCOIC of the RSS or PCS must accomplish the following:
- a. Gather the Registration Application Summary Form and the $\ensuremath{\mathtt{NVRA}}$ Box.
- b. In the left-hand column on the summary enter the week just past. For example, the first week will be "1/1-1/6/95" the second week "1/7-1/13/95" and so on.
- c. Empty the NVRA Box and divide its contents into two piles, one for each type of DD Form in the box.

- d. Count the number of DD Form 2645's that were in the box, whether they are blank or completed, and write the total in the column called "Persons Assisted For Recruiting Services."
- e. Count the number of DD Form 2645's which have been completed in whole or in part during that week and enter that number in the <u>fourth column</u> which is called "Voter Registration Information Forms Completed DD Form 2645." If any entry is made on the form, consider it as having been completed.
- f. Count the number of completed DD Form 2644's and enter that number in the <u>third column</u> which is called "Mail-In Voter Registration Applications Completed DD Form 2644." If any entry is made on the form, consider it as having been completed.
- g. Take the completed Mail-In Voter Registration Applications (DD Form 2644), place them in a secure envelope and immediately mail them to the state official at the address listed in the Instructional Guide for your state. Do not let this envelope sit in the office over the weekend. Place the envelope in a mailbox or take it to the post office on Friday.
- h. Staple the completed DD Form 2645's together, write the date in the right margin of the top sheet and file these forms in a place not accessible to the public. These forms must be maintained for two years.
- i. File the Registration Application Summary, which now has at least one entry on it, in a file folder marked "NVRA Report."
- j. Return completely blank forms to the supply of forms available for use and the NVRA box to its designated place. Ensure you have an adequate supply of forms for the coming weeks and report completion of the weekly mailing to the recruiting station operations section.
- 8. Reporting. On the first day of each quarter, total the data from each column on the Registration Application Summary. Report the three numbers, i.e. persons assisted, applications completed, and information forms completed, to the recruiting station operations section. Reports may be made orally, however, retain the Registration Application Summary which verifies your data for each quarter.

9. Abiding by the NVRA-related Prohibitions

a. Administering this program properly is a serious matter. Deviating from proper procedure may put you in violation of federal law. There are some specific prohibitions. The law prohibits you from:

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- (1) Seeking to influence an individual's political preference or party affiliation;
- (2) Displaying any political preference or party affiliation;
- (3) Making any statement to or taking any action the purpose or effect of which is to discourage an individual from registering to vote;
- (4) Making any statement to or taking any action the purpose or effect of which is to lead the individual to believe that a decision to or not to register has any bearing on the availability of services or benefits; or
- (5) Using information from a person registered (or declined to register) to vote for other than voter registration purposes.
- b. In addition, you may not knowingly or willfully intimidate, threaten, or coerce any person for:
 - Registering to vote, or voting, or attempting to register to vote;
 - (2) Urging or aiding any person to register to vote, to vote, or to attempt to register to vote; or
 - (3) Exercising any other right under the NVRA.
- c. Finally, you may not defraud, or attempt to deprive or defraud the residents of the state of fair and impartially conducted election processes by procuring or submitting voter registration applications that are known by the person to be materially false, fictitious, or fraudulent under the laws in the state in which the election is held.
- d. In summary, don't try to sell registering to vote, don't try to influence a person not to register for any reason, and don't use voter registration information for recruiting purposes!
- 10. <u>Training and Supervision</u>. As NCOIC, it is up to you to train and supervise your recruiters in carrying out the NVRA responsibilities.